



SOUTH DAKOTA
PUBLIC LIBRARY
TRUSTEES MANUAL

SOUTH DAKOTA STATE LIBRARY
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SOUTH DAKOTA PUBLIC LIBRARY TRUSTEES MANUAL 1994

FORWARD

The **South Dakota Public Library Manual** is intended to provide information for South Dakota Public Library Trustees to use in the performance of their duties. This manual presents a general overview of trustee duties and responsibilities, the complementary roles of trustees and library directors, some of the skills trustees develop and some of the issues trustees face. This manual is designed for the following purposes:

- to heighten the awareness of library trustees to the importance of the library board in the success and services of the local library;
- to encourage trustees to become more expert in their responsibilities;
- to suggest useful practices and to share successful and desirable methods of representing the community through the library board;
- to provide an up-to-date and reasonably comprehensive source of general information for practicing and potential trustees;
- to supply material as background for discussion and decision making by local boards.

The editor of this manual wishes to acknowledge the information and ideas gained from individuals within South Dakota and from trustee manuals of other states, particularly those of Colorado, Florida, Georgia, Idaho, Iowa, Michigan, Minnesota, Mississippi, Nebraska, New Hampshire, North Dakota, Oklahoma, Pennsylvania and Virginia.

THE TRUST

You are a Public Library Trustee, an interested citizen who has been entrusted by your community with the development of one of its most vital cultural and informational resources: its public library. Whatever your background or philosophy, you have been chosen for your own special talents and interests. You represent your community. You bring a unique perspective.

Library trusteeship can be interesting, productive and substantial, or it may be dull, detail conscious and stagnant. What you make of your term in office will largely determine the quality of service the library provides. A library is only of value to the extent that it provides service to the public.

In recent years, many South Dakota libraries have made exciting improvements and changes, some libraries have merely marked time by ignoring new materials and services, and a few libraries have closed down entirely. As a library trustee, you are the decision maker who will determine which route your library will follow. The policies you make and the action you take will shape the direction of library service in your community. In the future, libraries must make imaginative changes to meet public needs and to retain public support.

The trustee's most important asset is the determination to support the librarian's efforts in providing new and improved services, materials and programs. However, some information and knowledge are necessary to transform determination into action. Your fellow trustees and your librarian are your primary source of information. This manual attempts to give you, the new trustee, the bare bones of library trusteeship and to fill in gaps for the "old hands" on the library board.

Because the role of library trustees is crucial to the success and smooth management of a library, it is imperative that you are fully aware of your responsibilities as a trustee. The material in this manual is designed to assist you in performing effectively. Please use any or all of the listed resources. If you have additional questions or concerns not addressed in this manual, please contact your librarian and/or the South Dakota State Library.

May the years you serve as a library trustee provide you with the satisfaction of having done your job well. With clear sighted, conscientious leadership, your library will grow, prosper and be an integral part of your entire community.

"Both the trust and the trustees are created for the benefit of the people."

-- Henry Clay

A GOOD LIBRARY

A GOOD LIBRARY IS:

The cultural and informational center for all members of the community.

A GOOD LIBRARY HAS:

Materials Needed by the people of the community for information, education and recreation (books, magazines, newspapers, maps, pictures, films, videos, recordings, etc.)

Organized for convenient use.

To serve all ages and groups in the locality:

The child learning how to live.

The young student and mature scholar.

The senior citizen with leisure time.

The illiterate who has never been inside of a library.

The homemaker, business person and farmer.

The sports buff, art-devotee and music lover.

The citizen seeking self-education.

The civic, cultural and educational organizations.

A staff Which is carefully selected, well trained, adequately paid, sufficient in number and eager to provide service.

A building Which is attractive, convenient and well designed.

Which provides ample facilities for use of all library materials, for public meetings and programs, and for efficient staff operations.

Which is handicapped accessible and complies with the Americans with Disabilities Act (ADA).

Which is clearly identified and open during hours convenient for the public.

A GOOD LIBRARY PROVIDES:

Access	To all resources in the community through organized information in the library and referral to other local agencies, organizations and individuals. To information resources throughout the region, state and nation, through the South Dakota Library Network (SDLN) and through interlibrary loan requests.
Cooperation	With the local government unit of which the library is a part. With all library and information agencies in the surrounding areas and throughout the state.
An atmosphere	That is friendly and helpful, that is always inviting and stimulating, never forbidding or dead.

A GOOD LIBRARY NEEDS:

- Intelligent and interested trustees.
- A competent library staff.
- Long-range plans for development and expansion.
- A budget adequate to carry out long-range plans.
- An adequate building in a good location.

TRUSTEE QUALIFICATIONS AND RESPONSIBILITIES

GOOD LIBRARY TRUSTEES

A GOOD LIBRARY TRUSTEE HAS:

Time to attend all meetings and work actively for better library services.

Interest in library service and concern for its growth and development.

Willingness to work closely and cooperatively with local government officials, and to seek adequate library funding.

A good understanding of the community, its needs and resources.

Initiative and ability to establish definite policies to implement the provision of library service.

Courage to support the execution of library policies.

An open mind to new ideas for improved library service.

A current library card

A GOOD LIBRARY BOARD OF TRUSTEES HAS:

A diversity of interests, occupations and community elements.

Vitality and continuity through regular appointments of new members for definite, staggered terms.

Acquaintance and contacts with community leaders and organizations.

Knowledge of library trends and standards.

Knowledge of the legal authority, the state statutes, the local ordinances and the board regulations under which the library operates.

NECESSITY FOR LIBRARY BOARDS OF TRUSTEES

The South Dakota Codified Laws (SDCL) 14-2-35 provides that "Any public library established under subdivision (1) of SDCL 14-2-29 shall be governed by a board of public library trustees." Although the foregoing SDCL quote establishes the existence of the public library trustee board, it fails to answer the question, "Why are trustees necessary in small libraries ... or even necessary in large libraries?"

The public library, dependent as it is on the community, needs library boards as citizen representatives to ensure that the public library is a true reflection of the community. Board members, as representatives of the community, are of vital assistance to the librarian as barometers of change in the community which will alter the role of the library. Board members bring the community's voice into the deliberations leading to library planning and policy making. Being responsible to the community as its designated representative, board members ensure that the library provides the best possible affordable library service for the community.

It is the trustee's obligation to improve the library through well trained staff and efficient use of funds, to obtain adequate funds for good library services, to promote the best possible use of all library resources in the area and to extend library services to those not previously served.

TRUSTEES -- SELECTION AND APPOINTMENT

Once the governing body has established a library and a board, members of the board must be selected and appointed. The governing body is the city or county commission that provides funds to operate the library. In South Dakota, the governing body retains the power of appointment. To reduce the possibility of selecting board members by chance or political patronage, the governing body must be aware of the importance of the board and of choosing members with desirable qualifications.

SELECTION

Qualifications that should be sought in prospective board members include:

1. Ability to envision the community's need for library service.
2. Information and knowledge concerning the community demonstrated by active involvement in community services.

3. Readiness to devote time and effort in carrying out the duties.
4. Ability to work cooperatively as a member of a dedicated team.
5. Initiative to establish policies for successful operation of the library and for impartial service to all library users.
6. Courage to plan creatively, to carry out plans effectively and to withstand pressures and prejudices.
7. Enthusiasm to encourage fellow board members and citizens.

In addition to the qualifications of the board members, the board should also be considered as a whole. The library has a new and increasing importance as a resource center for the entire community. Therefore, boards should represent a cross section of the community and have three important attributes:

1. A diversity of interests.
2. A balance of age and socioeconomic levels.
3. Experience or knowledge in a variety of fields.

APPOINTMENT

The chairperson of the board must notify the appointing body of vacancies as soon as they occur, and appointments should be made immediately. At the time of notification, the board may reemphasize the important role board members serve in the community, list some of the qualifications needed in searching for a new member and suggest names of people willing to serve.

REAPPOINTMENT

Truly outstanding members can be reappointed to the board, but no one should serve indefinitely. South Dakota state law requires that trustees serve staggered three year terms. This assures the board will never be without experienced members while profiting from fresh ideas and energies of new members. Conscientious board members will continually assess their potential contributions and refuse reappointment when it is appropriate. When a valuable board member retires, she/he will remain a staunch friend of the library.

The board chairmanship should be rotated among members.

BOARD/LIBRARY DIRECTOR RELATIONSHIP

The librarian or library director is employed to handle the day-to-day administration of the library. Both the board and the governing body should support the director in performing her/his administrative responsibilities which includes the acceptance of recommendations on employment of staff members. The board should ensure the director's continued education and development by encouraging participation in professional associations and by requiring attendance at workshops and conferences. The table on the following page contrasts the responsibilities of the library director and the board.

RESPONSIBILITIES OF TRUSTEES AND LIBRARIAN

PERSONNEL

TRUSTEES

The most important duty of the board of trustees is to hire a qualified, competent librarian

When hiring a new librarian, the board should:

1. Decide on the salary range based on the budget and the qualifications of the position. Where possible the librarian should be a graduate of a library school accredited by the American Library Association.
2. Obtain assistance in seeking qualified applicants from the state library, accredited library schools and professional organizations through advertising in their publications.

LIBRARIAN

Administer the personnel policies of the library board.

The librarian should:

1. Select and supervise all library personnel.
2. Administer all aspects of the library's personnel policy.
3. Serve as the channel of communications between the staff and the board of trustees.

3. Evaluate the applications and letters of reference
 4. Arrange for personal interviews.
 5. Select the most satisfactory applicant and notify that person of her or his selection.
 6. Immediately after the candidate's acceptance of the position, all other applicants should be courteously notified of their rejection.
 7. Having hired a librarian, let her or him manage the library. It is prudent to hire a librarian for a probationary period of six months to a year. A written job description and written goals and objectives should be agreed upon at time of hiring, (or subsequently).
A performance review based on the library director's job description and goals and objectives at the midpoint and upon completion of the probationary period is recommended. However, the board should not interfere in the everyday management of the library.
 8. Provide funds and professional leave for the librarian and staff to attend State Library sponsored workshops and whatever other continuing education opportunities that may be necessary to keep abreast of current trends in librarianship and to maintain their certification.
4. Urge staff members to apply for, maintain and/or upgrade their South Dakota Library Association certification.

PLANNING

Planning is somewhat similar to a road map in that it gives directions on how to arrive at a destination. Without a basic guide or plan it would be difficult, if not impossible, to make decisions concerning appropriations, the need for expansion, allocations for programs or staff development. A plan assists the board of trustees and the library director in making the best decisions for the community being served.

To provide the community with efficient, progressive library service, the board of trustees must base the plan upon their knowledge of the community, community expectations, resources of the community and realistic projections of the future needs of the community. Therefore, the purpose of planning is to move the library forward effectively to meet the needs of the entire community. To help the board and library director develop a good plan, the following list helps explain a plan:

What is a Plan?

A summary of the current status of the library. Look critically at what the library does now. A plan is reality pushed into the future. By assessing the current situation, obvious needs and directions can be identified.

An assessment of community needs. A library's first responsibility is to address the needs of its community. It is basic to planning to know what the community needs are. The American Library Association has developed a number of tools that can help identify useful statistics and statistical sources for understanding a library's community. Three sources of information are listed in item two under the heading "Developing a Plan" in this section of "Planning."

A statement of the library's mission, goals and objectives. Once the library's overall role and mission are defined, specific goals with measurable objectives can be set. All decisions should be made in view of the plan.

An on-going process. No plan is perfect. Unexpected events necessitate changes in any plan, and changing times present new problems and suggest new approaches to meeting library goals. Unless some crisis requires immediate updating of the plan, the plan should be updated annually.

The basis on which a plan should be constructed is the adoption of planning statements for library service. While the board of trustees and library director must take the initiative in writing and revising these statements, the library staff and community should have the opportunity to make suggestions and to discuss ideas before the board adopts the statements.

The statements should consist of a hierarchy which include a mission statement, goals, objectives and action statements as explained below:

Mission Statement - a tightly-worded statement of the library's purpose for existing. Mission statements are usually expressed in a few sentences. They should be carefully worded to provide enough specificity to serve as a guide for the rest of the plan without being too wordy. A mission statement is the most basic and permanent part of the plan. Mission statements are seldom changed and from them flow the goals, objectives, and action statements.

Goal - a broad statement of what the library should be doing in the future. A goal must be consistent with the mission statement.

Objective - a statement of the specific result to be accomplished in support of achieving a goal. When possible, objective statements should be quantifiable--capable of being counted or measured. This allows for determination of the successful accomplishment of a goal.

Action Statement - a statement describing the means used to support the accomplishing an objective.

Once the foregoing statements have been formulated and met the approval of the board of trustees and library director, the next step is developing the library's plan. In developing a plan for the library, the following steps should be followed:

Developing a Plan

1. Assess the library's present situation. Study the local environment--the community's political structure and how the library fits in, the geographic and demographic data for the community and the library, the economic factors affecting the community and the library, including revenue sources and budget. If projections for the community have been made, examine them. If not, develop such projections on the basis of present and anticipated community development.
2. Study the library in relation to the community using standards and guides, especially the tools published by the American Library Association. Three publications which have been used in whole or part by many libraries are ALA's **Panning and Role Setting for Public Libraries**, **A Manual of Operations and Procedures**, and **Output Measures for Public Libraries**. These publications are available through interlibrary loan.

3. Determine goals and objectives for the library as explained in the foregoing planning statements. Goals are broad statements that provide direction throughout the plan. Objectives are specific statements of what the library plans to accomplish. They are measurable and should be written within definite time frames.
4. Examine as many alternative approaches to reaching the objectives as possible. Select the most feasible approach in terms of likely resources. Divide the selected approach into steps and place the steps into time frames. Assign priorities; that is, decide which steps have to be accomplished, which should be accomplished, and which would add to the total effect but are not essential. This ranking will dictate the allocation of funds and other resources.
5. Determine a basis for evaluating progress toward reaching the goals and objectives.
6. Be certain the community accepts the plan. Only public support will make achievement of the plan possible. Once the public is convinced of the need for the planned library service, then the public will be supportive of it. Therefore, it is mandatory to involve the community in the planning.

Planning is an integral part of any organization's growth and development. The board of trustees, the library director and the library staff are charged with serving as a caretaker and steward of the library system. It is their job to keep the mission and goals of the library in perspective and on track by constantly reviewing services and policies to ensure library service is accessible by all segments of the community. The planning function is of vital importance because it is the only way to prepare to meet the changing needs of the community.

POLICY MAKING

The board of trustees is responsible for adopting written policies that govern and guide all phases of library operation. Policies are general flexible statements governing library operations, rules and use. They are not carved in stone. Policies must be tailored to meet changing local conditions and should be derived from the library's mission statement. The following list categorizes the responsibilities of the trustees and librarian:

TRUSTEES

Establish goals and objectives of the library in the form of a written long-range plan which should be revised annually.

Determine and adopt written policies to govern the programs, operation and use of the library.

Consider any citizen or staff complaints or suggestions in regard to adopted policies.

LIBRARIAN

Participates in the development of the long-range plan.

Recommends needed policies to the board of trustees.

Administers the library in accordance with adopted policies.

Interprets policies to staff and public.

POLICY MANUAL

When organizing and writing the policy manual, the manual must contain the following minimum information:

1. A statement of the goals and objectives of the library.
2. A detailed library materials selection policy* which includes selection priorities, the **Library Bill of Rights, Freedom to Read** statement and a procedure for handling citizen complaints.
3. Regulations for library use must include the following:
 - (a) hours of service.
 - (b) loan periods and fines (if any).
 - (c) replacement of library materials.
 - (d) policy in regard to abuse of library privileges.
 - (e) acceptance or rejection of gifts.
 - (f) use of library meeting rooms.
 - (g) exhibits by individuals or organizations.

* See Appendix D

4. Staff regulations must include the following:

- (a) leave; vacation; sick-leave; holidays.
- (b) travel time and expenses to library meetings, conferences, etc.
- (c) other fringe benefits.
- (d) staff responsibilities, job descriptions and salary schedules.

Library employee benefits, salaries and job descriptions should be compatible with the benefits, salaries and job descriptions of other employees of the local governmental unit.

The policy manual should be revised in entirety at least once every five years and reviewed annually.

BUDGETING

One of the most important obligations of the board is to make certain that sufficient funding is available to operate the library properly. Each board member should know the library's financial background; the unit(s) of government allocating the local appropriation; the entire resources of local tax monies and the library's fair share; grants available from all sources (government and private foundations); and any other possible sources of support. (For example: a bond issue, endowments, gifts, donations, fines and fees.)

Too often the library operates on the basis of what is offered by accepting an insufficient appropriation and developing library service on that basis. A board that plans library service only in terms of last year's budget will never progress.

A budget is an expression of the library's plan and objectives in financial terms. Therefore, before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. If the community is involved in the planning process, the library and its plan will be supported throughout the community. However, the library's budget must be realistic. The library is, after all, only one of many services provided by the unit of government. If the budget requires a substantial increase in funding, the board should investigate other possible funding sources. Funding from such other sources as federal monies should be considered supplemental and never as a means of lowering local appropriations. The local appropriations must be at least large enough to provide the minimum level of public library service acceptable to the community. Other funds should be used to supply services and materials over and above this level. The following list classifies the responsibilities of trustees and librarian:

TRUSTEES

Study, amend if necessary, and approve the annual budget request.

Present, along with the librarian, the budget to the appropriate governing body.

Approve acceptance of gifts and government or private grants.

Adopt a final line item budget based on the budget allocation approved by the governing body.

LIBRARIAN

Prepares annual budget which clearly states the amount of money needed, the services and material which will be provided with the money and the priorities among the various library services.

Presents the budget to the appropriate governing body along with members of the library board.

Prepares a final line item budget for consideration of the board.

Reports regularly to the library board concerning expenditures and budget status.

PUBLIC RELATIONS

Trustees must serve, not only as the public's representatives to the library, but they must also serve as the library's representative to the public it serves. To define the public relations role of trustees and the librarian, the following list has been compiled:

TRUSTEES

Be, or become, a personal user of the library.

Promote library services, and needs to trustees' business associates and social acquaintances.

LIBRARIAN

Maintains a high level of library service, and a friendly, inviting atmosphere within the library.

Develops a sustained public relations campaign through the use of personal appearances, radio, television and newspaper coverage, display materials and special promotions.

PUBLIC RELATIONS (Continued)

TRUSTEES

Participate, when asked, in formal public relations activities.

Support the efforts of the librarian to maintain an effective public relations program.

Establish a good working relationship with the city or county commissioners and other community leaders. Good public relations depend upon the board's ability to communicate with city or county commissioners. Library expenses and programs must be discussed.

Study and actively support legislation to improve library services on local, state and national levels.

Maintain year-round cordial contacts with all members of the power structure at all levels of government, such as city commissioners, county officials, state and national legislators and other influential community leaders.

LIBRARIAN

Establishes a good working relationship with city or county commissioners and financial officers and other community leaders.

Studies and actively supports legislation to improve library services on local, state and national levels.

Maintains year-round cordial contacts with all members of the power structure at all levels of government, such as city commissioners, county officials, state and national legislators, and other influential community leaders.

MEETINGS

Regular meetings should be held. South Dakota state law, SDCL 14-2-40(5), requires, "Each board of public library trustees shall ... Meet at least once during each quarter of the year." The library director should attend each meeting and serve as secretary to the board. Active libraries generally find it beneficial to meet monthly.

The chairperson and the library director should prepare the agenda and mail it to the board members prior to each meeting.

Although discussions can be informal, meetings are held to conduct business; therefore, the conduct of the meetings should conform to simple parliamentary procedure. The typical parliamentary order of business is listed below:

1. Reading, amendment (if necessary) and approval of minutes of previous meeting.
2. Correspondence and communications.
3. Report of the librarian.
4. Financial report.
5. Reports from committees.
6. Unfinished business.
7. New business.
8. Adjournment.

To encourage attendance, every meeting should be made meaningful. Routine business should be completed as quickly as possible to allow time for open discussion on long-range planning, standards and ways of achieving them, methods of extending service to unreached portions of the community, etc.

The chairperson should conduct a meeting that is controlled and has directed, pertinent discussion. Every board member must be given the opportunity to speak.

TRUSTEE ACTIVITIES AND RESOURCES

TRUSTEE ACTIVITIES

In meeting responsibilities, public library trustees find it necessary to perform many activities which requires assistance from a number of resources. Some of the most basic activities and resources are described below:

MEETINGS. Library trustees must attend board meetings regularly. It is preferred meetings be held monthly. If this schedule is not possible, then meetings must be held quarterly. The librarian should be present at all meetings except when her or his salary, employment or performance is being discussed. When the librarian is present, she/he should act as secretary for the board.

Board meetings should be conducted according to written bylaws (see Appendix C) which includes a set order of business. All board meetings must be open to the public, meeting times must be advertised and a majority of the persons appointed to the library board must represent a quorum. If a quorum is lacking, no official business may be conducted.

Board officers should be elected each year. To provide maximum citizen participation in the library, library boards are encouraged to limit the number of consecutive terms trustees may serve.

BOOK SELECTION AND INTELLECTUAL FREEDOM. Trustees must not only formulate a written selection policy, but they must defend the formulated policy in the event of citizen complaints. It is extremely important that the library board support decisions of their librarian in implementing the policy which they, the trustees, have adopted. See **Library Bill of Rights and Interpretations**, and suggested **Book Selection Policy** in Appendix D.

CONTINUING EDUCATION. Education is a continuing process. Therefore, education of board members must not cease after orientation. The needs of the library and the community change constantly. Board members should also be aware of new trends and new methods in the library field. To stay informed, members must become active in the South Dakota Library Association (SDLA), and they should read selected

professional publications, such as **SDLA Bookmarks** and **American Libraries**. Other ways of keeping current are through meetings with board members from other communities and through participation in statewide and regional workshops and conferences. Visiting other libraries is yet another way to keep current, especially if the library to be visited has a successful project which can be examined. In addition to their own continuing education, the board is responsible for the continuing education of all library staff members. The board should provide adequate money in the budget for staff members to travel to workshops sponsored by the State Library and to other training programs.

LEGISLATION. Every trustee should be familiar with current and pending legislation relating to libraries at local, state and national levels. Trustees should vigorously express their opinions, both as individuals and as library board members, to their elected representatives in regard to any pending legislation which could benefit or adversely effect libraries.

LIBRARY ORGANIZATIONS:

1. **AMERICAN LIBRARY ASSOCIATION (ALA).** The ALA represents librarians, trustees and interested citizens in the United States and Canada. Members receive **American Libraries**, the association's news bulletin, and the **Public Library Trustee Newsletter**. ALA members may attend the annual conference held in a different city each year. The American Library Trustee Association is a division of ALA specifically organized for the purpose of discussing and handling problems which library trustees may encounter.
2. **MOUNTAIN PLAINS LIBRARY ASSOCIATION (MPLA).** MPLA is concerned with the particular needs of librarians and trustees in the following member states: South Dakota, Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, North Dakota, Oklahoma, Utah and Wyoming. MPLA's most important activities are the sharing of ideas and expertise throughout the area and the provision of opportunities for continuing education. The association sponsors an annual conference, publishes the **MPLA Newsletter** and includes a Trustee Division.
3. **SOUTH DAKOTA LIBRARY ASSOCIATION (SDLA).** SDLA is an at home opportunity for the trustee to share ideas and knowledge with other South Dakota trustees and librarians. The association sponsors an annual conference and publishes **Bookmarks**, a monthly newsletter. Trustees may join the Public Library Section.

4. **FRIENDS OF THE LIBRARY.** Unlike the above organizations, the Friends of the Library group is a strictly local association of citizens interested in the improvement of your library. Friends participate in public relations programs and raise funds for extra services and equipment that cannot be provided through the regular library budget. In addition, Friends may provide volunteer help for special library projects. In the process, they gain a personal participation in their library. Library Staff and trustees should be encouraged to become members of the Friends group.

If there is no friends organization in your city or county, you, as a trustee, are the person who may be able to begin one. **Friends of the Library** can make the difference between a mediocre and an outstanding library.

Participation in the above organizations offers an excellent source of education and training for good library trusteeship. In addition, these organizations provide a valuable tool for the promotion of legislation beneficial to libraries and the establishment of library standards. If at all possible, the library budget should include membership dues and expenses for librarians and trustees.

INTERLIBRARY COOPERATION. Library trustees should actively seek cooperation with other libraries to provide library service. The trustees' duty is not to build a library isolated from other libraries; but, rather, it is the trustees' duty to work in cooperation with other library agencies to provide the best possible library service for the people of their community.

SOUTH DAKOTA STATE LIBRARY. The State Library is in existence to provide library service to all South Dakotans, largely through assistance to local public libraries. Through the State Library, public libraries are supplemented by providing the following materials and services:

175,000 books.

1,200 periodical subscriptions.

Federal and South Dakota government publications.

Specialized materials for blind and physically handicapped persons.

16mm films, videos and other audio-visual materials.

Reference service by professionally trained librarians.

Access to computer research services.

Access to library collections in South Dakota, North Dakota and Minnesota through SDLN PALS dial access.

Rapid access to major library collections in South Dakota and the nation through interlibrary loan.

Advice, training and assistance to you and your librarian concerning any aspect of library service including the following services:

- Evaluations of proposed plans (building plans, five-year plans, etc.)

- Advice on new furniture and equipment

- Assistance in dealing with local problems

- Assistance in hiring a new librarian, etc.

The State Library is open 8:00 am - 5:00 pm (CST), Mon - Fri. To request service call 1-800-423-6665 or 773-3131.

TOOLS FOR TRUSTEES

Appendices

OUR LIBRARY

What is it Doing? Where is it Going?

A "Do-It-Yourself" Survey for the Small Library

From time to time, the librarian and the library board must look at their library objectively to determine the quality of services offered and facilities available to the community. This self-evaluation will determine the need for improved or added services.

The American Library Association has developed a self-evaluation questionnaire for small libraries. This "survey" is kept brief and simple and is intended to provide a focus for discussion of the library's operations. When answering the survey questions, it does not matter whether the answer is yes or no. The answer becomes significant when it is supported by written library policies.

**SMALL LIBRARIES PROJECT, AMERICAN LIBRARY ASSOCIATION
Supplement A to Small Libraries Project Pamphlet #14**

OUR BOARD

	YES	NO
1. Does our board meet regularly each month?	—	—
2. Does each trustee attend board meetings regularly?	—	—
3. Does each member actively participate in meetings?	—	—
4. Does the board provide planned orientation for new members and know the length of term of each individual member?	—	—
5. Have by-laws been adopted?	—	—
6. Has our board a written statement of the objectives of the library?	—	—
7. Are the members informed on provision in charter, ordinances, and/or state laws applicable to the library?	—	—
8. Does our board function as a policy-making body by delegating administrative duties to the librarian and staff?	—	—
9. Are there written policies on personnel, book selection, gifts, hours open and extension of library services?	—	—
10. Is our librarian included in board meetings, her or his report received at each meeting, and her or his recommendations considered in making decisions?	—	—
11. Does our board report regularly to the appropriating body and to the community with statistical, financial and human interest facts?	—	—
12. Has our board prepared a long-range plan for library development?	—	—

- | | | | |
|-----|---|---|---|
| 13. | Does the board have a relaxed, cooperative relationship with the city or county commission? | — | — |
| 14. | Does the board limit the maximum number of consecutive terms that a trustee may serve in order to provide maximum citizen participation in the library? | — | — |

OUR BUDGET

- | | | YES | NO |
|----|---|-----|----|
| 1. | Is our budget prepared annually in time to submit it to the appropriating body when it begins budget consideration? | — | — |
| 2. | Is our budget estimate based on current year's expenditures, plus inflation, expanded service, standards of good service and within our library's objectives? | — | — |
| 3. | Does our board take advantage of economies possible through cooperation with other libraries? | — | — |
| 4. | Do the board members go before the appropriating body with the librarian to present the budget estimate? | — | — |
| 5. | Are graphic aids carefully prepared for the presentation showing justification for needed money? | — | — |
| 6. | Is the support of individuals and groups enlisted in securing approval of the budgets request? | — | — |
| 7. | Are other possible sources of income explored and fully used, e.g., gifts, endowments, grants, etc.? | — | — |
| 8. | Does the librarian maintain an accounting system for funds received? | — | — |

OUR BUILDING

	YES	NO
1. Is our building at street level on a site convenient for the public?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is its outside appearance inviting and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do we have a book slot or box for return of books when the library is closed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the library have an attractive sign giving its name and hours open?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the library's interior appearance inviting, functional and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is reading room space provided for adults, young people and children?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is suitable and adequate work space for staff provided?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is our furniture functional, have a pleasing appearance and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

OUR BUILDING

(Continued)

	YES	NO
9. Does our shelving conform to standard library specifications, such as adjustable shelves?	—	—
10. Does our library have adequate lighting, comfortable heating and air-conditioning?	—	—
11. Is there an attractive, well-placed public bulletin board?	—	—
12. Does the building conform to all building and safety codes and ADA requirements?	—	—
13. Is the building accessible to the handicapped?	—	—

OUR STAFF

	YES	NO
1. Is our librarian enthusiastic, efficient and friendly?	—	—
2. Does the librarian know the community?	—	—
3. Do staff members know that public relations is the job of each member through helpful, friendly and competent service to every patron?	—	—
4. Do staff members have the requisite training and experience?		

OUR STAFF

(Continued)

		YES	NO
5.	Is it unnecessary for staff members to use their own time to carry the work load?	—	—
6.	Is sufficient help provided to carry on the work of the library?	—	—
7.	Are our salaries comparable to those paid in our community for comparable work?	—	—
8.	Are the salaries paid to our employees comparable to those paid in libraries of similar size within the state?	—	—
9.	Does our staff have vacation and sick leave with pay?	—	—
10.	Does our staff have an opportunity to participate in retirement and a hospitalization plan?	—	—
11.	Does our library have comfortable working conditions, for example, proper lighting, heating, ventilation and rest rooms?	—	—
12.	Is our staff encouraged and helped to get in-service training through paid time and travel expenses to attend professional meetings and workshops and take extension courses in library science?	—	—
13.	Does our staff subscribe to professional magazines?	—	—
14.	Is time provided for staff members to read and discuss professional journals and magazines for idea and information exchange?	—	—
15.	Does our librarian actively relate the library to community activities by taking part on programs, by working with club program planners, etc.?	—	—

OUR BOOKS AND MATERIALS

	YES	NO
Is there a written materials selection policy defining the types of books and materials our library purchases and accepts as gifts?	_____	_____
2. Is our collection classified, labeled and shelved according to an organized plan?	_____	_____
3. Does our collection provide for the needs and interests of all ages: adults, young people and children?	_____	_____
4. Does our collection for adults and young people include both fiction and non-fiction?	_____	_____
5. Does our collection place emphasis on informational materials?	_____	_____
6. Are our materials selections made from reliable selection aids for each age group, e.g., Booklist , Library Journal , Public Library Catalog , and Children's Catalog ?	_____	_____
7. Is our acceptance of gift materials on the same selection basis as for purchased materials?	_____	_____
8. Does the librarian purchase materials each month to maintain a regular flow of materials?	_____	_____
9. Is our collection kept clean and in good repair?	_____	_____
10. Is the quality of our collection maintained by regular "weeding" of worn-out, unused and out-of-date materials?	_____	_____

OUR BOOKS AND MATERIALS

(continued)

	YES	NO
11. Has our collection been "weeded" within the past two years	___	___
12. Does our librarian and staff give consideration to patron's requests when making selections?	___	___
13. Is there an accurate shelf-list of the collection maintained for use in selection and inventory?	___	___
14. Is an accurate record kept of the number of materials, additions and withdrawals?	___	___

OUR LIBRARY SERVICES

	YES	NO
1. Have the services offered changed significantly in the past five years?	___	___
2. Does our library serve all parts of the community -- geographic, economic, educational, occupational, professional, social, religious, etc.?	___	___
3. Does our library serve as the community information center as well as a source of recreational materials?	___	___
4. Does our librarian give individual readers assistance in finding what they need?	___	___
5. Does our librarian motivate reading of all age groups?	___	___
6. Is help given to clubs in program planning?	___	___
7. Is assistance given to organizations in obtaining films or videos for program use?	___	___

OUR LIBRARY SERVICES

(continued)

	YES	NO
8. Does the librarian and staff help patrons in the following ways:		
a. By keeping the borrowing routines simple?	___	___
b. By maintaining telephone reference service?	___	___
c. By having the library open when it is needed? (This includes night and week-end hours)	___	___
9. Are there children's story hours and reading programs?	___	___
10. Are there timely exhibits and displays in the library?	___	___
11. If the material/information is not found in our library, does the librarian borrow through interlibrary loan to satisfy patron needs?	___	___
12. Is service extended outside the library through:		
a. deposit stations?	___	___
b. service to hospitals?	___	___
c. nursing homes?	___	___
d. jails?	___	___
e. home-delivery services to shut-ins?	___	___
13. Do we let our community know of our services through regular and frequent use of the following:		
a. newspapers?	___	___
b. radio?	___	___
c. TV?	___	___
d. direct telephone contact?	___	___
e. exhibits outside the library?	___	___
f. other publicity?	___	___
14. Are the library's hours listed in the newspaper every week?	___	___

OUR LIBRARY SERVICES

(Continued)

	YES	NO
15. Is there a community-wide observance of National Library Week and Children's Book Week?	_____	_____
16. Are the monthly and annual reports made the subjects of news stories in local papers?	_____	_____
17. Do we maintain close relations with other libraries of the community, for example, school, church, special, hospital libraries, etc.?	_____	_____
18. Do we report our statistics regularly and accurately to the South Dakota State Library as required by law?	_____	_____
19. Do we make use of the consultant and advisory service available through the South Dakota State Library?	_____	_____
20. Does our library provide access to SDLN PALS through dial access?	_____	_____

THE GOOD TRUSTEE

The ideas and skills of individual public library trustees influence the welfare of the library they serve. Knowledge and experience gained from serving as a library trustee are indispensable qualities which are needed in making decisions concerning the library. A periodic review of the legal and traditional duties and responsibilities of public library trustees is required to evaluate the effectiveness of trustees. In the 1974 Fall issue of Wyoming State Library's **Outsider**, guidelines for evaluation are listed to aid in an evaluation.

1. Attend board meetings and affiliate with professional organizations.
2. Employ a competent, qualified librarian at an adequate salary, and provide an adequate staff to work with the librarian.
3. Establish conditions of employment and provide for the welfare of the staff.
4. Provide for building and space needs and maintain library property.
5. Determine the purposes and objectives of the library by re-examining them periodically: Study library programs and needs in relation to community changes, needs, interests and trends.
6. Determine and adopt written policies to govern operation of the library. Notify the librarian and staff of their executions. Include a clear-cut policy and procedure in book selection.
7. Upon recommendation of the librarian, establish rules and regulations governing use of the library,
8. See that accurate records are kept on file at the library; assist in preparation of an annual report.
9. Secure adequate funds from the appropriating agency, and from new sources if necessary, to carry out library programs and improve service.

10. Establish, support and participate in a vital public relations program for the library.
11. Build good rapport with governing officials and general public through regular reporting and coordinating activities which forms positive relationships.
12. Be aware of local, state and federal library laws, and be supportive of library legislation which improves and extends library service.
13. Know and understand resources available through statewide library development programs; study advantages and participate in them.
14. Know national public library standards, and use them as goals.
15. Attend and support state, regional and national trustee meetings and workshops. Most workshops are designed for trustees to better understand the leadership role they must assume to become a good trustee.

ORGANIZATION OF THE LIBRARY BOARD

Orientation for the Board Member

Few newly appointed board members have prior experience or knowledge of the role or responsibilities that accompany their appointment. Therefore, the new member must be given an introduction to the part she/he will play as a board member prior to the next scheduled meeting. The chairperson of the board and the librarian are jointly responsible for the orientation presentation. The following general information will serve as a reminder to the chairperson and librarian when informing the new member of her/his responsibilities:

1. All of the board's duties.
2. The difference between the responsibilities of the library director and the board members.
3. The library, both past and present -- legal basis, finances, physical facilities, policies, collection, staff, services, plans.
4. The community -- historically, demographically, economically, educationally, socially, politically.
5. State and national library information -- state library laws, federal library legislation, services of the South Dakota State Library, statewide plans for library development, state and national standards.

Although the five point list given above is general, the information will provide the new member with the background on which to base early decisions. The librarian should provide the new member with a copy of the **South Dakota Public Library Trustees Manual**, the **Bylaws of the Board**, local ordinances that pertain to the library, the last annual budget and monthly updates, the rules and regulations for the library, a policy statement for the library, a personnel chart, minutes of the previous board meetings, a map showing any branches, stations and bookmobile stops, names, addresses and telephone numbers of members of the board and staff, etc. The librarian is also responsible for providing a conducted tour of the library at a convenient time. The librarian must introduce all staff members and volunteers to the new trustee. To add to the trustee's knowledge of the library's operation, all employees must explain, with help from the librarian, the position they hold in the library and how their job contributes to the success of the library.

BYLAWS

The board of trustees must have an organized routine to conduct its affairs effectively. And every board must have a set of bylaws* outlining routines as indicated in SDCL 14-2-40(2) :

1. Place and time of regular meetings.
2. Order of business.
3. Officers, committees, and their duties.
4. Date of annual meeting to consider the budget (if one is held).
5. Procedure for calling special meetings.
6. Definition of a quorum.
7. Parliamentary rules to be followed.
8. The role of the library director.
9. Procedures for amending the bylaws.
10. Limitations on board members.

*SDCL 14-2-40(2) Each board of public library trustees shall . . . Adopt bylaws for the conduct of their business. . .

MODEL BYLAWS OF A PUBLIC LIBRARY

BOARD OF TRUSTEES

Article I -- Name and Authorization

This organization shall be called "The Board of Trustees of the _____ Library," existing by virtue of the provision of Chapter 14-2 of the South Dakota Codified Laws, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II -- Meetings

The library board shall meet on the _____ of month or months at _____ (day) _____ at the library. An annual meeting shall be held at the time of the _____ (time) regular monthly meeting for the month of _____

Special meetings may be called by the president or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III -- Officers

Board officers shall be as follows: president, vice president and secretary. The librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees by ballot at the annual meeting of the board. Each officer shall serve a term of one year in such office, and may be re-elected in subsequent years.

The president of the board shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the president, the vice-president shall perform all duties authorized for the president.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notices of all proceedings of the board meetings; issue notices of all regular meetings and, on the authorization of the president, of all special meetings; and have custody of the minutes and the other records of the board.

If the library board shall have direct charge of any funds, a treasurer shall be elected in the same manner as the president or vice-president. The treasurer shall have charge of such library funds, shall sign checks on the accounts on the board's authorization and report at each meeting on the state of the funds.

Article IV -- Committees

Special committees for the study and investigation of special problems may be appointed by the president to serve until they have completed the work for which they were appointed.

Article V -- Quorum

A quorum for the transaction of business shall be a simple majority of the board members.

Article VI -- Librarian

The librarian is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The librarian shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the

library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all moneys received or expended, and shall report on such receipts and expenditures at each regular meeting of the board. The librarian shall perform the duties of secretary of the library board, and shall attend all board meetings except when her or his employment or salary is to be discussed.

Article VII -- Order of Business

The order of business at the regular meetings shall be as follows:

- Roll call
- Approval of previous meeting's minutes
- Correspondence and communications
- Report of the librarian
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New business
- Adjournment

Article VIII -- Amendments

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting which was mailed to the members at least one week before the meeting.

Article IX -- Limitations on Board Members

The term of office of trustees shall be three years. The board shall recommend to the appointing official that a trustee serve no more than two full consecutive terms, that a former board member may be reappointed after a lapse of one year and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term.

When any trustee fails to attend three consecutive meetings of the board the president shall notify the appointing authority, request the disqualification of the trustee, and suggest two to four persons qualified to fill the position.

MODEL MATERIALS SELECTION POLICY **_____ LIBRARY**

POLICIES AND OBJECTIVES

The purpose of this policy on selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted on _____ 19____ by the _____ Library Board, which assumes full responsibility for all legal actions which may result from the implementation of any policies stated herein.

LIBRARY AIMS

The aim of the _____ Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the _____ Library's broad purpose. More specifically, it helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All print and nonprint materials are selected by this library in accordance with these basic objectives.

RESPONSIBILITY FOR MATERIALS SELECTION

This library board adopts as part of its policy the following paragraphs from the **Library Bill of Rights**:

1. As a responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.¹

Final responsibility for selection of books and library materials is and shall be vested in the librarian. However, the librarian may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the librarian for resolution. Any books and library materials so selected shall be held to be selected by the board.

CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. The following eight point list will help in making materials selection:

1. The author's reputation and significance as a writer.
2. The importance of subject matter to the collection.
3. Availability of material in the system, in other libraries or in print.
4. Timeliness or permanence of the book.
5. Authoritativeness.
6. Inclusion in standard bibliographies or indexes.
7. Price.
8. Format, including possibility of rebinding, as well as type and legibility.

SCOPE OF THE COLLECTION

The library recognizes its obligation to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials.

The library acquires textbooks and other curriculum-related materials only when such materials serve the general public.

The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South

Dakota, whether or not such materials meet the standards of selection in other respects. However, the library is not under obligation to add to its collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

GIFTS

Unconditional gifts, donations, and contributions to the library may be accepted by the librarian on behalf of the library board. No gifts or donations conditionally made shall be accepted without the approval of the library board.

Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

The same standards of selection will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the librarian.

MAINTAINING THE COLLECTION

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library materials shall be based on the physical condition, use of the materials as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the areas of medicine, law and the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

CENSORSHIP

The selection of library books and materials is predicated on the library patron's right to read and, similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This library holds censorship to be a purely individual matter and declares that -- while anyone is

free to reject for him/herself books and other materials of which he/she does not approve -- he/ she cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of his parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.²

It is the right of any citizen of _____ to recommend library materials for selection consideration by the _____ Library and it is the obligation of the librarian and her/his staff to consider such recommendations with the same evaluation criteria established above. Such recommendations shall be made in writing on forms developed by the librarian.

It is also the right of any citizen of _____ to question any library materials selected by the _____ Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the librarian and shall be specific as to title and nature of the material being questioned. Requests for reconsideration will be considered by the library board after all board members have had an opportunity to review the request, the item in question, and any supporting documentation. The citizen will receive a written response detailing the board decision.

References

¹American Library Association. Library Bill of Rights (adopted June 18, 1948; amended February 2, 1961, June 27, 1967 and January 23, 1980, by the ALA Council).

²Policy includes American Library Association's Challenged Materials : An Interpretation of the LIBRARY BILL OF RIGHTS (adopted June 25, 1971; amended July 1, 1981, and January 10, 1990 by the ALA Council).

Citizen's Request Form for Purchase of Material

Author

Title

Edition or Series

Volumes

Publisher/Place

Year

List Price

Recommended By

Reviewed in

Signature

Date

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip +4: _____

Telephone: _____

Complaint represents:

_____ Him/herself

_____ Name of Organization _____

_____ Identity of other group(s) _____

1. To what in the material do you object? (Please be specific; cite pages)

2. For what age group would you recommend this material? _____

3. Is there anything good about this material? _____

4. Did you read the entire material? _____ What parts? _____

5. Are you aware of the judgement of this material by literary critics? _____

6. What do you believe is the theme of this material? _____

7. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature of Complainant

Attach additional pages if needed

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961; June 27, 1967; and January 23, 1980
by the ALA Council

RESTRICTED ACCESS TO LIBRARY MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the LIBRARY BILL OF RIGHTS.

Historically, attempts have been made to limit access by relegating materials into segregated collections. These attempts are in violation of established policy. Such collections are often referred to by a variety of names, including "closed shelf," "locked case," "adults only," "restricted shelf," or "high demand." Access to some materials also may require a monetary fee or financial deposit. In any situation which restricts access to certain materials, a barrier is placed between the patron and those materials. That barrier may be age related, linguistic, economic, or psychological in nature.

Because materials placed in restricted collections often deal with controversial, unusual, or "sensitive" subjects, having to ask a librarian or a circulation clerk for them may be embarrassing or inhibiting for patrons desiring the materials. Needing to ask for materials may pose a language barrier or a staff service barrier. Because restricted collections often are composed of materials which some library patrons consider "objectionable," the potential user may be predisposed to think of the materials as "objectionable" and, therefore are reluctant to ask for them.

Barriers between the materials and the patron which are psychological, or are affected by language skills, are nonetheless limitations on access to information. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication (see also "Statement on Labeling").

There may be, however, countervailing factors to establish policies to protect library materials -- specifically, for reasons of physical preservation including protection from theft or mutilation. Any such policies must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. This caution is also in keeping with ALA policies, such as "Evaluating Library Collections," "Free Access to Libraries for Minors," and the "Preservation Policy."

Finally, in keeping with the "Joint Statement on Access" of the American Library Association and Society of American Archivists, restrictions that result from donor agreements or contracts for special collections materials must be similarly circumscribed. Permanent exclusions are not acceptable. The overriding impetus must be to work for free and unfettered access to all documentary heritage.

Adopted February 2, 1973; amended July 1, 1981; and July 3, 1991 by the ALA Council.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system and consortium in the United States adopt or include the following three points into the policy and procedure statements of each individual library:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.*

* Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, July 2, 1986, by the ALA Council.

Suggested Procedures for Implementing Policy on Confidentiality of Library Records

When drafting local policies, libraries should consult with their legal counsel to insure these policies are based upon and consistent with applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records and the protection of individual privacy.

Suggested procedures include the following:

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users will immediately refer the person making the request to the responsible officer of the institution who shall explain the confidentiality policy.
2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or the taking of his/her disposition and may require her/him to bring along certain designated circulation or other specified records.)
4. Any threats or unauthorized demands (i.e. those not supported by a process, order, or subpoena concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.
5. Any problem relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the responsible officer.

Adopted by the ALA Intellectual Freedom Committee January 9, 1983; revised January 11, 1988.

CHALLENGED MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the **Library Bill of Rights** and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The **Library Bill of Rights** states in Article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the **LIBRARY BILL OF RIGHTS**. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the **LIBRARY BILL OF RIGHTS** states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials,

and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. the needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents -- and only parents -- have the right and the responsibility to restrict the access of their children -- and only their children - - to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role or parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; and July 3, 1991 by the ALA Council.

ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library collections of videotapes, motion pictures and other nonprint formats raise a number of intellectual freedom issues, especially regarding minors.

The interests of young people, like those of adults, are not limited by subject, theme or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the **Library Bill of Rights** says, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

ALA's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights states:

The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

... [P]arents -- and only parents -- have the right and the responsibility to restrict the access of their children -- and only their children -- to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about content, subject matter, and recommended audiences can be made available in conjunction with nonprint collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publishers and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship.

MPAA and other rating services are private advisory codes and have no legal standing*. For the library to add such ratings to the material if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the **Library Bill of Rights**.

* For information on case law, please contact the ALA Office for Intellectual Freedom.

See also: STATEMENT ON LABELING and EXPURGATION OF LIBRARY MATERIALS, Interpretations of the LIBRARY BILL OF RIGHTS.

Adopted June 28, 1989, by the ALA Council.

STATEMENT ON LABELING

An Interpretation of the LIBRARY BILL OF RIGHTS

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing peoples's attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.

3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the **Library Bill of Rights**.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings -- if placed there by or with permission of the copyright holder - - could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990 by the ALA Council.

EXPURGATION OF LIBRARY MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

Expurgating library materials is a violation of the **Library Bill of Rights**. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles 1, 2 and 3 of the **Library Bill of Rights**, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the

fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction without regard to the rights and desires of all library users, by limiting access to ideas and information.

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973; amended July 1, 1981; amended January 10, 1990 by the ALA Council.

EVALUATING LIBRARY COLLECTIONS

An Interpretation of the LIBRARY BILL OF RIGHTS

The continuous review of the library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Article 1 and 2 of the **Library Bill of Rights**, which state:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The American Library Association opposes such "silent censorship" and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973; amended July 1, 1981 by the ALA Council.

EXHIBIT SPACES AND BULLETIN BOARDS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the LIBRARY BILL OF RIGHTS. Article I states "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose works are represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups which request it.

Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may limit use of its exhibit space to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content-neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. this practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential; users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library/

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries which make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of materials to be displayed, the length of time materials may remain on the bulletin board, the frequency with which materials may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council.

MEETING ROOMS

An Interpretation of the LIBRARY BILL OF RIGHTS

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the LIBRARY BILL OF RIGHTS states that such facilities should be made available to the public served by a given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate to endorse the viewpoints of meeting or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library facilities are open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section which addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the LIBRARY BILL OF RIGHTS states that "a person's right to use a library should not be denied or abridged because of origin, age, background, or views." It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual's or group's ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

DIVERSITY IN COLLECTION DEVELOPMENT

An Interpretation of the LIBRARY BILL OF RIGHTS

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the **Library Bill of Rights**: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed or interpreted. Librarians have a professional responsibility to be fair, just and equitable; and to give all library users equal protection in guarding against violation of the library patron's right to read, view or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Because freedom is indivisible, librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development.

Adopted July 14, 1982; amended January 10, 1990 by the ALA Council.

THE BUDGETING PROCESS

The following is a brief outline of the steps involved in preparing a budget:

1. Formulation of the library budget is primarily compiled by the library director and staff. This first step in preparation of the planned budget should include various approaches to achieving the goals and objectives that are feasible in terms of anticipated resources. The approaches should then be ranked according to their priority and available funds.
2. In the second step, the formulated budget must be presented to the board. The library director must explain the budget in depth so that it can be discussed. All anticipated questions that the community may ask should be taken into consideration during the discussion. If problems should arise, changes must be made. Board members must be well informed and prepared to answer any and all budget questions which may arise.
3. The third step involves obtaining the good will of the community. If the library has been a needed part of the community, and the community has taken an active interest in the library, public support should be in favor of the planned budget. However, precautions must be taken to counteract existing anti-tax sentiment through the use of the news media. Budget discussions must be open to everyone: the general public, the press, Friends, and government officials. To make certain all segments of the community are represented, invitations must be made both publicly and privately.
4. During the final stage, when the budget is presented to the proper allocating officials, board members must accompany the library director to present the budget. If the budget is to be approved, officials must see the board as a representative body of taxpayers.
5. Adopt a line item operating budget.

No specific budgeting system can be recommended because the library's accounting system must comply with that used by the governing body. The budget should be detailed enough to assure the authorities that the money will be spent in compliance with the agreement. However, a too detailed budget will result in money being tied up in accounts for extended periods of time.

STATE LIBRARY DEFINITION OF ADEQUATE LIBRARY SERVICE

Rules of the South Dakota Department of Education and Cultural Affairs, Cultural Affairs Division, Office of the State Library Commission:

Section 24:30:01:02. ... a public library is considered inadequate if it is not open to the public at least forty hours a week including at least two nights and a period of time on Saturday; if it has no telephone; if it is not staffed with at least one person holding a bachelor's degree from an accredited institution of higher education, or having two years of college and six hours of college credit in librarianship or twelve library continuing education units, or having two years of college and two years of library experience, or having a high school diploma and twelve hours of college credit in librarianship or twenty-four library continuing education units or an equivalent combination of college credits in librarianship and library continuing education units; if it is more than ten miles distant from a citizen's place of residence or business; if it purchases less than five hundred books per annum; and if it does not purchase the minimum quantity of book and periodical indexes recommended by the state library.

(The state library uses the above definition as a determining factor in providing access for patron usage of state library service. The definition should not be considered mandatory or complete in any other application.)

INDIVIDUAL RIGHTS OF A LIBRARY TRUSTEE

Each trustee has a number of important general rights. He or she also keeps in mind that each fellow trustee has the same ones. They include the following rights.

To participate in the board's deliberations and actions to the extent as any other member, with the exception of the additional authority bestowed by the board upon its officers.

To be informed of board business scheduled for consideration at a specific meeting in sufficient time to permit personal study and review, and presentation to citizens before action is required.

To request changes in minutes before they are approved in order to assure that they more accurately reflect actual events.

To request additional information on any matter being considered, and to personally question before a vote is called, anyone who appears before the board.

To express opinions concerning issues or proposed items of business before they are brought before the board for vote, except when debate time has been limited by board consent in advance.

To bring any concern about issues within the board's legal purview to the attention of the entire board, whether that concern is a personal one or whether it originates from the public.

To ask the chairperson to clarify the way in which a meeting is being conducted at any time.

To request that a vote be taken in a specific manner, such as roll call, voice or show of hands, if not inconsistent with the board's written bylaws, rules or policy.

To request that the minutes record a trustee's opposition to any action approved by a majority vote, or a trustee's support of any action disapproved by a majority vote.

To move, with stated due cause, to defer action on any item of business until a later date.

To remain silent.

To vote "No".

To abstain from voting with reason explained, or to disqualify himself/herself from voting with reason explained.

To seek fellow member support (either before or during the meeting).

To seek reconsideration (with the board rules) of any action previously taken.

To initiate through a motion any relevant new business within the board's legal purview for the board's consideration.

To seek legal counsel for questions, clarification of any issue, or review of action taken by the board.

To request a summary of the policies and procedures which the board has developed since its establishment.

To review the file of minutes recording previous meetings of the board.

To obtain a complete and up-to-date list of board members and to have their library voting records compiled.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept membership on a library board are expected to perform all of the functions of library trustees.

Approved by the PLA Board of Directors and the ALTA Board of Directors, July 8, 1985.

A GLOSSARY OF LIBRARY TERMS FOR NON-LIBRARIANS

The profession of librarianship has a language all its own. Understanding these common terms will help trustees and librarian to communicate.

A

Academic Library : One forming an integral part of a college, university or other academic institution for higher education, organized to meet the information needs of students, faculty and affiliated staff.

Access : Availability of the library and its services to residents of an area served. In a larger sense, access is the ability to reach sources of information through a library and its cooperative links to other sources.

Accredited Library School : A college or university offering a library education program meeting standards of the American Library Association (ALA) and officially accredited by a committee of ALA. In some instances, it is called "approved graduate library school."

Acquisitions : Activities related to obtaining library materials by purchase, exchange, gift or any other means. New items received may be publicized to users in an acquisitions list.

Added Entry : A cataloging term. An entry, additional to the main entry, by which an item is represented in a card catalog.

Administration : The management of the library within established guidelines.

ALA (American Library Association) : A very large professional association of librarians and trustees who work primarily in academic, public and school libraries.

Archives : 1) The organized body of noncurrent records of an organization which are preserved because of their continuing value. 2) The depository itself.

Assistant Librarian : A professional title assigned to one or several library staff members ranking next to the head librarian/library director, and generally in charge of a particular part of the library's work.

Attorney General's Opinion : Official opinion by the Attorney General regarding a specific point of law. Available upon written request from the Attorney General's Office.

Audiovisual : 1) Material that conveys information by sound and sight rather than text. 2) Equipment and materials used for communication in instruction. The term audiovisual has partially been replaced in popular usage by the term educational media.

Audit : A systematic examination of the financial records of a library, frequently conducted by an external party, to verify their accuracy and determine their conformance with established financial criteria.

Authority File : A cataloging term. An official list which establishes, for consistency, the authoritative forms of headings to be used in a card catalog.

Automation : The performance of an operation or series of operations by automatic means. Automation implies the use of computers.

B

BCR : Bibliographic Center for Research. A program in which academic, public, governmental, and institutional libraries in several Western states (including South Dakota) share resources and access material.

Backup : Files, equipment or procedures maintained in case those originally used fail or are destroyed.

Barcode : A series of vertical bars of varying widths and distances apart representing numbers. Used for identification on library materials and a library user's card in conjunction with a computerized check-out system.

Bibliographic Instruction : Program to teach library users how to locate information efficiently; synonymous with library skills instruction.

Bibliographic Record : A catalog entry carrying full cataloging information for a given item in a library.

Bibliographic Utility : A computer-based network that offers support functions to libraries, particularly in cataloging and technical services activities. OCLC is an example.

Bibliography : A list of documents which usually have some relationship in common, such as by a given author or on a given subject.

BIP (Books in Print) : Publication listing those books that are currently in print and available for purchase.

Board of Library Trustees : Legal term for the members of a public library governing board.

Book Processing : Activities for preparing books for use which includes putting on jackets, labels, book pockets and cards, stamping ownership marks, etc. Book processing is a part of technical services.

Book Selection Policy : see *Materials Selection Policy*

Braille and Talking Book Library : Library serving those users unable to read standard print materials. Materials include braille materials, recorded materials, flexible disc materials and large print materials.

BRS (BRS Information Technologies) : A major online database service which markets online access to many databases.

C

Call Number : A cataloging term. The notation used to identify a particular item in a library collection and indicates its location. The call number is usually printed on a label affixed to the spine or front cover of the book and is required to shelve and retrieve the book.

Carrel : A freestanding desk or table for individual study. It often has a shelf on the back and partitions on the sides. A wet carrel has wiring so that electrical equipment (such as a computer or TV/VCR) can be used by the individual studying there.

Catalog : A file of bibliographic records created according to the specific and uniform principles of construction, and under the control of an authority file, which describes the materials contained in a collection, a library or a group of libraries. It may be in the form of a card catalog, a book catalog or an automated/online catalog.

Cataloger : A librarian who performs descriptive and/or subject cataloging and may also perform such related tasks as classification, shelving, etc.

Cataloging : All the processes undertaken by catalogers that are connected with the preparation and maintenance of a catalog. Cataloging usually includes classification and the assignment of subject headings.

CD-ROM (Compact Disc Read-Only Memory) : A storage device for memory circuits that contain prewritten and permanent programs or data. Similar in appearance to CD music discs, but containing information rather than music.

CE (Continuing Education) : Classes, workshops or training programs offered for non-college credit that enable a library staff member to maintain currency in areas affecting libraries.

Circulation System : The policies and procedures used in a library for lending materials to users and keeping records of the loan. Circulation includes charging and discharging library materials. It is also the department or area of the library which receives returned materials and checks out materials to the user. The circulation system may be manual or computerized.

Citation : A note referring to a work from which a passage is quoted or to some source as authority for a statement or proposition. Citations often appear as footnotes or in bibliographies.

Classification System : A scheme for the arrangement of books and other materials according to subject or form. Two popular classification systems are the Dewey Decimal and the Library of Congress.

Clerk : Library employee assigned to duties of a clerical and routine nature.

Collection : A group of library materials having a common characteristic, such as a reference collection or a pamphlet collection. A collection is the total accumulation of all library materials provided by a library for its users.

Collection Development : A term which covers a number of activities related to the building of a library collection: determining selection policy, assessing user needs, studying collection use, selecting materials, maintaining the collection, weeding, etc.

Combined Library : A library serving both the community and the school district. Sometimes called a school/community library.

Community : Area to be legally served by the library, such as a city, county, or multi-county area. Usually defined by legal boundaries such as city limits or county borders.

Compact Shelving : Any type of shelving which is designed to increase the storage capacity of library materials to be shelved in a given space, such as drawout shelves, movable ranges, and swinging-case shelving.

Cooperative System : Any group of libraries banded together by formal or informal agreement which stipulates common services to be provided, such as cooperative book buying, cataloging, reference service, etc. South Dakota has a cooperative statewide interlibrary loan system.

Copyright : The exclusive privilege of publishing and selling a work granted by a government to an author, composer, artist, publisher, etc. Libraries have a special interest in "fair use" : the conditions under which photocopying is not an infringement of copyright.

Curriculum : The planned interaction of pupils with instructional content, instructional resources and instructional processes for the attainment of educational objectives.

Curriculum Guide : A written plan including one or more aspects of curriculum and instruction such as philosophy, policies, aims, objectives, subject matter, resources and processes. Such a plan may be as narrow in scope as a unit of instruction or as broad as the entire curriculum of a school system or level of instruction within a state.

D

Database : A systematic organization of information stored in a computer file for searching and retrieval. It usually covers a single subject or group of subjects and is accessible via remote terminals. See also online database service.

Dedicated Computer/Terminal : A computer which is used solely for one particular function or application.

Dedicated Line : A telephone line used solely by one telephone. Not part of a party line or call transferring system.

Deposit Station : A public library service point in a community location such as a school, factory or store where a small collection of materials is established and rotated. The deposit station does not have staff.

Descriptor : When used in indexing, it is an identifying word assigned to a document. A descriptor is usually within a computerized index to designate one of the subjects treated in the document.

Dewey Decimal Classification System : A subject classification system for books devised by Melvil Dewey (1851-1931) that divides all knowledge into ten classes arranged in numeric sequence and further divided by a decimal system.

Dial Access : The use of a telephone to establish a data transmission circuit between a computer terminal and a computer system. The SDLN PALS system may be access through dial access.

DIALOG : Short for DIALOG Information Services, Inc., Lockheed's computerized information system. This online database service markets online access to the largest number of databases. It covers most subject fields.

Document : 1. Noun: Material of any kind, regardless of its physical form, on which physical information had been recorded. Documents include books, booklike materials, printed sheets, graphics, manuscripts, audio recordings and video recordings, motion pictures, machine-readable data files and other formats. 2. Verb: To outline a program so others know how it operates. 3. Often a shortened expression for a government document.

Document Delivery : The process of locating, obtaining and providing copies of library materials from a variety of sources for library users.

Down Link : The communications channel from a satellite to an earth station.

Download : To transmit data from a central computer to a remote computer or from a file server to a workstation. It implies transmitting an entire file, rather than interacting back and forth in a conversational mode.

E

Educational Media : Audiovisual materials designed and produced for instructional purposes including motion pictures, television, printed materials, computer based instruction, graphic and photographic materials, sound recordings and three dimensional objects.

End User : 1. A library user who requests and uses information obtained from an online search. 2. A non-librarian library user who does the online search himself. 3. The person who receives or uses any service of the library.

ETV (Educational Television) : Any television programming broadcast or closed circuit, designed to cover a broad range of educational and cultural subjects for information or enrichment. Public television, school television and instructional television are classified as educational television.

FAX : Facsimile of written materials transmitted over telephone lines.

Fee-Based Information Service : A term which covers many kinds of individuals and enterprises which provide library and information services for a fee, such as information brokers and freelance librarians.

File : Any organized collection of data, documents or records.

Films : see *Library Materials*

Fund Raising : Planned activities to raise money to increase the operating budget, establish new programs, establish or enlarge an endowment fund or begin a capital improvement program.

G

Governing Body : The commission, council or other elected body which governs a local governmental unit.

Government Document : Any publication in book, serial or non-book form, bearing the imprint of a government, whether federal, state, local, foreign, or an intergovernmental organization.

GPO (Government Printing Office) : The major printer and distributor of the publications of U.S. federal agencies.

Grantsmanship : The art of writing and obtaining grants from foundations, local or state governments that are used to fund special projects, the purchasing of special materials or other library activities.

H

Hard Disk : A magnetic disk made of metal and covered with a magnetic recording surface that can hold hundred of megabytes of data.

Holdings : All the materials in the possession of a library. Holdings are sometimes called the library collection.

I

Index : A guide, usually in alphabetical, chronological or numerical order, to the topics and names included in a document or a collection of documents. A periodical index is one type.

Information Broker : An individual or organization who, on demand or for a fee, finds and provides information directly to individual and organizational consumers.

Information Science : The study of the creation, use and management of information in all its forms. See also library science.

Interactive Video : Videodisc or compact disc containing still pictures or motion pictures sequences, sound and text; contents designed for education or recreation.

Interactive Television : Two-way cable system which allows interaction between the television viewer and the promoter/producer or presenter of the program. RDTN is an example

Integrated Library System : A group of automated library subsystems working together, and communicating with each other, within the same set or system of software, to control such activities as circulation, cataloging, acquisitions and serial control. SDLN is an example.

Interlibrary Loan (ILL) : A loan of materials from one library to another. An interlibrary loan code prescribes policies and procedures to be followed in such transactions.

Inventory : 1. A checking of the library collection against the shelflist to determine missing items. 2. The physical listing of all records or documents in a collection.

ISBN (International Standard Book Number) : A distinctive and unique number assigned to a book. ISBNs are used internationally.

K

Kardex : Trade name for a visible index or file - a filing unit containing a series of frames for holding cards on which records are entered.

L

LAN (Local Area Network) : Connects multiple PCs so that software and databases may be shared and mail messages may be sent.

LC (Library of Congress) : The unofficial national library of the United States, which not only serves Congress but also provides many services to all types of libraries.

LSCA - Library Services and Construction Act : Enacted to assist the states in the extension and improvement of public library services, to provide funds for library construction, to strengthen state library administrative agencies, and to promote interlibrary cooperation among all types of libraries. LSCA funds are administered by the State Library.

Librarian : A category of library personnel assigned professional responsibilities which include management, require independent judgment, analysis of problems and formulation of original and creative solutions. A librarian has knowledge of library and information sciences, and she/he has a master's degree in library and information science.

Library : 1. A collection of books and other materials organized for reading, study and consultation. 2. A place, building, room, or set of rooms set apart for the keeping and use of such collections.

Library Assistant or Clerk : A category of library personnel having general clerical or secretarial skills. She/he performs tasks related to library operations in adherence to established rules and procedures under the supervision of a librarian.

Library Board : see *Board of Library Trustees*

Library Development : Provides consulting services to public library staff and trustees on issues relating to the administration, operation, services and functions of the public library.

Library Materials : The variety of resources which a library might have: books; magazines; pamphlets; local, state and federal government publications; newspapers; pictures; films; slides; filmstrips; art reproductions; music scores; maps; recordings and tapes; various forms of microreproductions; television; tape recorders; record players; video tapes; computer software; computers and CD products.

Library of Congress (LC) : The library in Washington, DC, which services the US Congress and other libraries in increasing forms of service. LC does cataloging while books are in the publication process so that cataloging information or catalog cards can be available as soon as libraries purchase books.

Library of Congress Classification System : A subject classification system for books devised by the Library of Congress that divides knowledge into twenty-one subject areas and has a notation of letters and figures that allows for expansion. The Library of Congress classification system is primarily used in academic and special libraries.

Library School : A professional school, department or division of a college or university which is approved by the Committee on Accreditation of the ALA. It grants a post baccalaureate degree in library and information science and prepares students for professional positions in a library or other information agency.

Library Science : A generic term for the study of libraries and information units in library school. Library science covers the role libraries play in society, the various routines and processes of libraries, and the history and future development of libraries.

Literacy : Ability to read, write, comprehend, reason, communicate and use problem-solving skills in order to function independently in today's society.

Literature Search : An extensive, systematic search for published material on a specific problem or subject. The search sometimes includes the preparation of bibliographies and/or abstracts.

Loose-leaf Service : A serial publication which is revised, cumulated, or indexed by means of new or replacement pages inserted in a loose-leaf binder, and used where latest revisions of information are important, such as legal and scientific material.

M

Main Entry : The basic catalog entry for a document, usually the author entry. It gives all the information necessary for the complete identification of the item.

MARC (Machine Readable Cataloging) : An international, standardized, communications format developed by the Library of Congress for producing and distributing machine readable bibliographic records on magnetic tape among libraries. The basic bibliographic format required for most automated catalog systems, including SDLN.

Materials Selection Policy : The board adopted statement governing the acquisition of library materials.

Media : Printed and audio-visual forms of communication and any necessary equipment required to render them usable.

Media Specialist : A professional having certification and educational preparation in both education and media. The professional has competence to direct or work in a school library media center and carry out a media program. The term, media specialist, is synonymous with library resources specialist.

Microform : A generic term for any medium which contains miniaturized records, such as aperture card, microfilm, microfiche, etc. Special equipment is required to read these formats.

Mill Levy : The number of mills (one mill equals one-tenth of a cent) which is multiplied by the valuation (assessed or adjusted) of property to determine the amount of tax to be paid by the property owner.

MINITEX (Minnesota Interlibrary Telecommunications Exchange) : A multi-state library information network headquartered in Minnesota and serving South and North Dakota. Academic, public, governmental, school and institutional libraries share resources, cooperatively catalog materials and access materials. An important link in South Dakota's interlibrary loan system.

MLS (Masters of Library Science) : The professional degree beyond the bachelor level awarded by graduate library schools. The degree is usually regarded as a minimum requirement for a professional librarian.

Module : One of the components of the SDLN system. These include circulation, interlibrary loan, acquisitions, serials and the OPAC.

Monograph : A systematic and complete treatise on a single subject or on one person. An example of a monograph is a book.

MPLA (Mountain Plains Library Association) : A library organization comprised of eleven member state ranging from the Canadian border to the Mexican border. South Dakota is a member.

MULS (Minnesota Union List of Serials) : A machine readable listing of the magazine holdings of the libraries participating in MINITEX. South Dakota is included in this listing. An important tool for interlibrary loan of periodical articles.

Multitype Library System : A cooperative system in which two or more types of libraries-- academic, public, special, school -- participate. See also network.

N

Network : A group of libraries engaged in information exchange through communication links. Networks can be local (e.g. PALS), regional (e.g. MINITEX), or national (e.g. OCLC). See also cooperative system and multitype library system.

Non-Print Materials : Those library materials which do not come within the definition of a book, magazine, pamphlet or other printed material and which require special handling, such as audio-visual items, microforms, computer software and other types which are not intended to be read.

Non-Resident : A person not residing within or paying taxes to the governmental unit which provides funding for library service.

O

OCLC : A very large, international bibliographic utility which libraries use to trace, to acquire and catalog materials, to arrange interlibrary loans and to support a range of other activities.

Online Database Service : An organization which provides access to a wide range of online databases produced by the major abstracting and indexing services. Examples are: DIALOG, ORBIT and BRS.

Online Search : A literature search of databases using a computer terminal. The results of the search is a bibliography of related materials.

Online Searcher : A professional who uses computers to locate specific pieces of information in databases. The online searcher is sometimes a full-time specialist, but she/he is usually part of the reference service.

OPAC (Online Public Access Catalog) : A "card catalog" accessed using a computer.

Optical Disk or Videodisc : A storage medium which resembles a phonograph record. It usually contains information in sound or vision for playback on a television monitor. Random access is possible. The optical videodisc is a recent development which scans not by contact but optically by laser beam.

Organization File : 1. Usually in a special library, a collection of materials by or about corporations and/or associations and/or institutions which are of interest to the parent organization. 2. A collection by or about the parent organization of the special library.

P

PC : Personal computer, microcomputer used by one person. Often used to denote a computer workstation.

Page : A library employee assigned to shelving and routine clerical tasks.

PALS : Name of the computer software used by the South Dakota Library Network (SDLN).

Paraprofessional : A library employee who is without professional certification or entrance level education requirements from a library school. She/he performs supportive responsibilities at a high level, but some professional staff supervision is needed.

Patron : Somewhat archaic but often-used term for a library user.

Periodical : A type of serial publication which is issued regularly but generally more frequently than annually. Each issue is numbered and dated consecutively, contains separate stories, articles or other writings. An example of a periodical is a magazine.

Periodical Index : A subject index to a group of periodicals. It is usually issued at short intervals and cumulated. An example is **The Readers' Guide to Periodical Literature**.

Policy : Established rules, regulations, and guidelines for the operation of the library.

Processing : Catch-all term for preparing books and other materials to be made available to library users. Some materials are ordered pre-processed or ready for the shelf. Processing may include cataloging, preparation of cards, putting in book pockets, putting on barcodes and making protective covers.

Public Library : Any library which provides general library services without charge to all persons in a given community, district or region. It usually, but not always, derives its financial support from public funds.

Radio Talking Book Service : Radio service that provides narrated books, newspapers, etc. for patrons that cannot read standard print. Provided by the South Dakota Braille and Talking Book Library

Range : One row of several sections of single or double-faced shelving or bookcases. A range is component of the stacks.

RDTN (Rural Development Telecommunications Network) : A two-way audio and video network in South Dakota. Studios are located throughout the state and may be used by education institutions, governments, individuals and businesses. The network can be used for statewide meetings, classes and training workshops.

READS (Reader Enrollment and Delivery System) : Computer system used by the South Dakota State Library Braille and Talking Book Library.

Ready or Quick Reference : A part of reference service concerned with questions of a factual nature which can be answered quickly. Information is often obtained from dictionaries, almanacs, directories and other ready reference sources and the question is often answered while the patron waits.

Reauthorization : Every five years LSCA expires and reauthorization is the process to go through to continue the program. It must be passed by both houses of Congress and signed by the President.

Record : 1. A piece of information preserved in writing, typescript or coded form. 2. In data processing, a collection of related items of data treated as a unit of information. 3. In archives, a document made or received and maintained by an organization as a legal obligation or in the transaction of business.

Records Retention : A two-part plan used for identifying the records of a library which will form a permanent part of its archives; the first part designates categories of records deserving of preservation; the second part designates the location and titles of particular records in which documentation can be found.

Reference Librarian : A professional librarian who provides reference service.

Reference Service : Various kinds of professional assistance which includes ready or quick reference and online searching. Reference service is provided to library users in their pursuit of information.

Research Library : One which contains an in-depth collection for exhaustive investigation in a particular subject field, such as a technical library, or in several subject fields, such as a university library.

Routing : The systematic circulation of periodicals and other materials of interest to library staff members in accordance with their interests and to keep staff members informed of new developments in their field. Routing can be either automatic or selective.

S

School Library Media Center : An area in an elementary or secondary school which provides a full range of print and visual media, associated equipment, and services from the media staff to students, teachers and affiliated staff. It is also called media center or learning resources center.

School/Community Library : see *Combined Library*

SDI (Selective Dissemination of Information) : A library service, sometimes computerized, whereby users are periodically notified of new sources of information on subjects in which they previously have specified an interest.

SDLN (South Dakota Library Network) : South Dakota's multi-type library network. It provides access to the records of academic, public, school, and special libraries. SDLN may be accessed by using dedicated terminals or by using dial-access.

Selection : The process of choosing books and other materials purchased by a library.

Serial : Includes periodicals, newspapers, newsletters, annuals, journals, transactions for societies, numbered monographic series and all other publications in any medium issued in successive parts and bearing numerical or chronological descriptions.

Series : Separate, independent works, usually related by subject, issued at different times under a collective title. An example is **The Rivers of America** series.

Shelflist : A record, usually on cards, of the documents in a library collection. The shelflist is arranged by call number in the same order that the materials will be found on the shelf. A shelflist is required in order to do an inventory of the collection..

Shelf Reading or Reading Shelves : The examination of the arrangement of books and other materials on the shelves to assure they are in correct order by call number.

Software : Programs used with computer equipment.

South Dakota Library Association : South Dakota's professional library organization. Professionals and trustees interested in libraries and librarianship join with librarians who come from public, school, academic and special libraries throughout the state and surrounding states to make up the membership.

South Dakota State Library : South Dakota Codified Law 14-1-44 explains the functions of the State Library as follows: (1) Promote adequate library service for all the people of the state; (2) Supplement the services of libraries throughout the state; (3) Increase the proficiency of library personnel through provision of in-service and continuing education programs for state personnel employed in the state; (4) Provide for the citizens of the state specialized library services and materials not generally appropriate, economical or available in other libraries of the state; (5) Coordinate the libraries maintained by executive department of state government within the governmental complex in Pierre; (6) Establish and operate a state publications library distribution center; and (7) Collect and publish annual statistical data in the state. South Dakota Codified Laws further explain a function of the state library as having the responsibility of participating in regional, national and international library networks and systems designed to increase the quality of library services for the citizens of the state. The remaining two important functions of the state library are to provide services for the visually and physically handicapped and to provide service to penal and charitable institutions of the state.

Special Library : One established, supported and administered by a business firm, association, government agency or other special interest group to meet the information needs of its members or staff in pursuing the goals of the organization. Collections and services are limited to the subject interests of the parent organization. Users often require current information promptly and their requests may be for the information itself rather than directions to the information. See also Information Center.

Stacks : The area in which a series of bookcases or sections of shelving are arranged in rows or ranges and used for the storage of the library's collections.

Subject Heading : A word or group of words which indicates the subject under which all material dealing with the same theme is entered in a catalog, bibliography or index.

Technical Services or Processing : All the activities concerned with obtaining, organizing and processing library materials for use, and maintaining the materials with repairs and renovation.

Teleconferencing : Use of a telecommunication system, such as telephone lines, computer networks and two-way closed circuit television, frequently by communication satellite for personal communication among widely dispersed groups of people.

Thesaurus : A compilation of terms showing synonyms, hierarchical and other relationships and dependencies. The usual function is to provide a standardized, controlled vocabulary for an information storage and retrieval system.

Title : A cataloging term. A word, phrase or group of characters, normally appearing in a bibliographic item, naming the item, a work contained in it or the series to which the item belongs.

Tracings : 1. In a card catalog, an indication, usually on the front or back of a main entry card, showing all the additional headings under which a work is represented in the catalog. 2. In a bibliographic database, a record of the headings under which a bibliographic item is represented.

Trustee : Designates a board member of a public library.

Turnkey Library System : A complete information processing system provided by a vendor, including hardware, software, installation and training. The purchaser need only "turn the key" to begin using the system.

U

Union Catalog : A catalog, usually established by cooperative effort, of materials contained in a group of libraries. It may be all inclusive or limited by subject and includes ownership.

Union List : A list of holdings for a given group of libraries of materials of a given type, or in a certain field, or on a particular subject. MALS is an example.

V

Vendor : An individual or company who buys books, magazine subscriptions or other materials from the publishers and sells to libraries.

Vertical File : A file of pamphlets, clippings, pictures or other documents. Because of their shape and often their ephemeral nature, they are kept in filing cabinet generally arranged by subject for ready reference. The vertical file is sometimes called the pamphlet or information file.

Volunteer : Individual who renders service to a library for which no compensation is paid.

W

Weeding : The selection of items from a library collection for withdrawal or for transfer to a storage area. Weeding is throwing out, or otherwise disposing of books and other library materials no longer up-to-date or useful to library users. Weeding keeps a collection current, makes way for new material and provides ongoing evaluation of the library's materials and its use.

Western Council of State Libraries : Organization comprised of the 20 state libraries west of the Mississippi River.

CHAPTER 14-2.

PUBLIC LIBRARIES

SECTION

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Terms of previous contracts unaffected.
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- 14-2-34. Services continued by chartered governmental units.
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- 14-2-45. Long-term lease for building acquisitions - Maximum term - Property
included - Rent payment sources.
- 14-2-46. Building funds - Appropriations - Continuation of previously established
funds - Transfer of surplus to other funds.
- 14-2-47. Expenditures for public library services, materials and facilities.
- 14-2-48. Repealed.
- 14-2-49. Discard of old library materials - Marking - Disposition.
- 14-2-50. Discontinuance of services by vote.
- 14-2-51. Confidential library records.

CROSS-REFERENCES

Free use of public libraries, § 14-1-41.

- § 14-2-1 State plan for regional libraries.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-2. Appointments by county library boards to board of trustees for regional library - Indian service representatives.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-3. Intercounty contract for regional library - Location - Apportionment of expenses.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-4. Terms of office of regional board of trustees - Vacancies.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-5. Oath of office of regional trustees.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-6. Per diem and mileage of regional trustees.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-7. Meetings and organization by regional board of trustees.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-8. Appointment and compensation of regional librarian and personnel - Qualifications of librarian - Secretary of board.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-9. Records of board proceedings.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-10. Appointment of treasurer - Bond.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-11. Establishment and operation of regional library - Contract with existing library.
Repealed by SL 1976, ch 143, § 27.

- § 14-2-11.1. Lease of library buildings and equipment authorized - Payment of rent from library fund.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-12. Budgeting for regional library - Tax levy - Deposit of proceeds of levy.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-13. Acceptance of gifts by board.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-14. Moneys kept in library fund - Payment on warrants.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-15. Control of library fund - Special fund for bookmobile.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-16. Expenditures not binding on counties and municipalities.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-17. Lease of quarters for regional library
Repealed by SL 1976, ch 143, § 27.
- § 14-2-18. Notice to trustees that existing library may be used as regional library.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-19. Purchase of library materials, equipment and supplies.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-20. Interlibrary borrowing and lending of books.
Repealed by SL 1976, ch 143, § 27.
- § 14-2-21. Contract with state commission for library service.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-22. Participation in regional library by public agencies and private institutions.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-22.1. Authorized expenditures of municipality, county or school district for regional library.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-23. Library service contracts with municipalities outside region.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-24. Rules and regulations for government of library.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-25. General management powers of board.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-26. Annual report to state commission.
Repealed by SL 1976, ch 143, § 27.

§ 14-2-27. Definition of terms.

Terms as used in this chapter, unless the context otherwise plainly requires, shall mean:

- (1) "Governing body," the commission, council or other elected body which governs a local governmental unit;
- (2) "Librarian," the chief administrative officer of a public library;
- (3) "Local governmental unit," any chartered governmental unit, county, or municipality, or two or more of them, if applicable, of the state of South Dakota;
- (4) "Public library," any library that serves free of charge all residents of a local governmental unit and receives its financial support in whole or in part from public funds made available by the governing body of that unit;
- (5) "Public library materials," the various forms in which knowledge, information, and humanity's cultural heritage are recorded that a public library might acquire, organize and make available to its clientele;
- (6) "Public library services," the performance of all activities of a public library relating to the collection and organization of public library materials and to making those materials and the information contained in them available to its clientele.

Source: SL 1976, ch 143, § 1

Opinions of Attorney General.

Refusal to return library book after notice as theft, Opinion No. 84-35.

§ 14-2-28. Existing libraries covered by chapter - Changes to effect compliance - Terms of previous contracts unaffected.

Every existing public library shall be considered to be established under this chapter, and the public library board of trustees and the governing body of the local governmental unit in which the library is located shall make any changes necessary to effect compliance with the terms of this chapter. Nothing contained in this chapter shall affect nor change the terms of any library contract executed prior to July 1, 1976, but, by mutual consent, the parties to such contract may nevertheless amend such contract to make it conform to any or all of the provisions of this chapter.

Source: SL 1976, ch 143, § 24.

§ 14-2-29. Optional methods of providing library service.

- Any governing body may provide public library services by either:
- (1) Establishing a public library;
 - (2) Contracting with an established public library for extension of its services and loan of its materials to the citizens of the contracting local governmental unit; or
 - (3) Joining with one or more governing bodies under the provisions of chapter 1-24 to establish a joint public library.

Source: SL 1976, ch 143, § 2.

Cross-References.

Assistance by state library office to communities establishing libraries, § 14-1-46.

Library network and system provided by state, § 14-1-48.

Municipal power to establish and maintain library, § 9-12-15.

Township free public library, § 8-2-6.

Opinions of Attorney General.

First library budget, responsibility of trustees for preparation of, Report 1923-24, p. 224.

Library or branch may not be provided by organized county for unorganized county attached for judicial purposes, Report 1941-42, p. 280.

Mandatory nature of statute providing for establishment of library, Report 1923-24, p. 225.

Collateral References.

Exclusion from or discrimination against patrons of library, 64 ALR 304.

§ 14-2-30. Resolution or ordinance to provide services.

Any governing body may provide for public library services under one of the options offered in § 14-2-29 by passing and entering upon its minutes a resolution or ordinance to that effect.

Source: SL 1976, ch 143, § 3.

§ 14-2-31. Services provided on approval by voters.

A governing body shall provide for library services under one of the options offered in § 14-2-29 if a majority of its voters at any general election affirmatively answer the question: "Shall the (local governmental unit) provide public library services?"

Source: SL 1976, ch 143, § 5.

§ 14-2-32. Petition to require referendum on library services - Referendum on motion of governing body.

A governing body shall enter an order for the question as set forth in § 14-2-31 to be placed on the ballot at the next general election upon receipt of a petition signed by a number of registered voters equal to not less than five percent of the total number of votes cast within the boundaries of the local governmental unit for all candidates for Governor at the last certified gubernatorial election or may enter such order upon its own motion.

Source: SL 1887, ch 56, § 1; CL 1887, § 1142; SL 1901, ch 178, § 1; RPolC 1903, §§ 1400, 1527; SL 1907, ch 184; 1913, ch 217, § 13; RC 1919, § 9934; SDC 1939, § 45.3101; SL 1963, ch 284; SDCL, § 14-4-1; SL 1976, ch 143, § 4.

Opinions of Attorney General.

County commissioners must make appropriation for library created by petition, Opinion No. 72-69.

Mandamus proceeding authorized to compel establishment of library after election, Report 1919-20, p. 70.

Mandamus proceeding authorized to compel establishment of library after filing of petition,

Report 1923-24, p. 226.

Petitioners may not withdraw signatures after petition filed,

Report 1923-24, p. 322.

Requirements of taxing district representation and percentage of voters signing petitions,

Report 1947-48, p. 261; 1963-64, p. 143.

§ 14-2-33. County containing municipalities with libraries - Petition and election outside municipality only - Election of municipality to be included.

When a county is the local governmental unit petitioned under the provision of §14-2-32 and that county contains within its geographical boundaries one or more municipalities which provide and support public library services, then the petition shall be signed only by those people living outside of, and the election mandated in § 14-2-31 shall be held only outside of, the boundaries of such municipality or municipalities; provided, however, that by a resolution of the governing body of a municipality, such municipality may be included in the election and if a majority of both county and municipal voters, voting separately, vote to provide county library services then such municipal public library services shall cease and henceforth be provided the municipality by the county governmental unit.

Source: SL 1976, ch 143, § 6.

§ 14-2-34. Services continued by chartered governmental units.

Any local governmental unit which becomes a, or part of a, chartered governmental unit shall continue to provide public library services as provided by this chapter.

Source: SL 1976, ch 143, § 23.

§ 14-2-35. Board of public library trustees - Appointment and terms of members.

Any public library established under subdivision (1) of § 14-2-29 shall be governed by a board of public library trustees. The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.

Source: SL 1887, ch 56, § 2; CL 1887, § 1143; SL 1901, ch 173, §§ 2, 3; RPolC 1903, §§ 1401, 1402; SL 1913, ch 217, § 7; 1915, ch 195, § 2; 1917, ch 293, § 2; RC 1919, §§ 9928, 9935; SL 1921, ch 163, § 2; SDC 1939, §§ 12.2502, 45.3102; SDCL, §§ 14-3-6, 14-4-3; SL 1976, ch 143, § 10.

Cross-References.

Oath of office for public officers, § 3-1-5.

Opinions of Attorney General.

Removal of trustees is for cause only, after notice and hearing, Opinion No. 75-185. School board member may serve as library trustee, Report 1931-32, p. 480. Status of trustee as appointive city official, Report 1931-32, p. 317.

§ 14-2-36. Contract with established library - Annual appointment of additional trustees - Number proportional to contributed funds.

If a governing body contracts with an established public library under subdivision 14-2-29 (2), it may annually appoint additional members to the contracted public library board of public library trustees; provided, that the number of trustees appointed shall be in proportion to its part of the total funds made available during each year by both parties for the provision of public library services, for the purchase of public library materials, and for the provision and maintenance of public library quarters.

Source: SL 1921, ch 163, § 6; SDC 1939, § 12.2505; SDCL, § 14-3-4; SL 1976, ch 143, § 11.

Opinions of Attorney General.

Municipal library board, county commissioners' contract with, Opinion No. 70-1.

§ 14-2-37. Joint public library - Board of trustees - Proportional appointment.

If one or more governing bodies join under the provision of chapter 1-24 to create a joint public library, the joint public library shall be governed by a board of public library trustees appointed respectively by each participating governing body in a number proportional to the funds provided by that governing body to the total of the joint public library's funds for the provision of public library services, for the purchase of public library materials, and for the provision and maintenance of public library quarters.

Source: SL 1959, ch 167, § 4; SDC Supp 1960, § 29.03A04; SDCL, § 14-2-2; SL 1976, ch 143, § 12.

Opinions of Attorney General.

Contributions by county to construction of building, the title of which vests in city, not authorized, Report 1947-48, p. 240.

Cooperation between counties and municipalities in establishing and maintaining libraries, Report 1943-44, p. 398.

Payment of salary of librarian included in terms of agreement between city and county, Report 1959-60, p. 264.

§ 14-2-38. School board contracts for library services - Proportional appointment of trustees by board - Maximum number.

A school board of any school district may contract with any board of public library or joint library trustees for provision of any or all school library services. If twenty per cent or more of the cost of providing these combined school and public library services shall be borne by the school district, then the school board may annually appoint additional members to the board of public library trustees in proportion to the school district's part of the total funds made available during each year by both parties for the combined school and public library services, for the purchase of school and public library materials, and for the provision and maintenance of quarters for the combined library; provided, however, that the school board shall not appoint more than seven members to the board.

Source: SL 1913, ch 217, § 7; 1915, ch 195, § 2; RC 1919, § 9935; SDC 1939, § 45.3103; SDCL, § 14-4-14; SL 1976, ch 143, § 22.

§ 14-2-39. Per diem and expenses of trustees.

Members of public library boards of trustees may receive per diem and expenses in the performance of their duties in amounts set by their respective governing bodies.

Source: SL 1887, ch 56, § 2; CL 1887, § 1143; SL 1901, ch 173, §§ 2, 3; RPolC 1903, §§ 1401, 1402; SL 1913, ch 217, § 7; 1915, ch 195, § 2; 1917, ch 293, § 2; RC 1919, §§ 9928, 9935; SL 1921, ch 163, § 2; SDC 1939, §§ 12.2502, 45.3102; SL 1959, ch 167, § 4; SDC Supp 1960, § 29.03A04; SL 1966, ch 29; SDCL, §§ 14-2-6, 14-3-11, 14-4-3; SL 1975, ch 156; 1976, ch 143, § 13.

§ 14-2-40. Duties of trustees.

Each board of public library trustees shall:

- (1) Appoint a librarian to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials;
- (3) Prepare and submit an annual budget request to its governing body;
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to its governing body and to the South Dakota state library on such forms as may be provided by the state library.

Source: SL 1901, ch 173, §§ 1, 4; RPolC 1903, §§ 1400, 1403; SL 1913, ch 217, §§ 8, 9, 12; 1917, ch 293, §§ 4, 5, 7; RC 1919, §§ 9930, 9931, 9933, 9936, 9937, 9940; SL 1921, ch 163, §§ 2, 4, 5, 7; SDC 1939, §§ 12.2502 to 12.2505, 45.3104, 45.3105, 45.3108; SL 1955, ch 23; 1957, ch 252, § 1; 1959, ch 167, §§ 5 to 7, 11; SDC Supp 1960, §§ 29.03A05, 29.03A06 (1), (3), 29.03A07, 29.03A11; SDCL, §§ 14-2-7, 14-2-8, 14-2-12, 14-2-24, 14-2-26, 14-3-10, 14-3-14, 14-3-15, 14-3-19, 14-4-4, 14-4-5, 14-4-12, 14-4-15; SL 1974, ch 151; 1976, ch 143, § 14.

Cross-References.

Meetings of public agencies, Chapter 1-25.

Opinions of Attorney General.

City or county governing body may not cut line items from budget, and authority to adopt final budget appears to lie with library board and not with governing unit, Opinion No. 81-39.

County commissioners not authorized to appoint librarian, Report 1937-38, p. 530. Library board may retain and use funds from fines and similar charges for library purposes in excess of tax levy funds, Opinion No. 82-33.

§ 14-2-41. Powers of trustees.

Each board of public library trustees may:

- (1) Accept any gift, grant, devise or bequest made or offered by any person, private agency, agency of state government, the federal government or any of its agencies, for library purposes. Each donation shall be administered in accordance with its terms;
- (2) Establish a special public library gift fund. The moneys in such fund shall be derived from all or any part of any gift, bequest or devise, including the

interest thereon. Such gift fund shall be a separate and continuing fund and no moneys in such fund shall revert to the general fund of any local governmental unit;

- (3) Enter into an interstate library agreement pursuant to § 14-7-12, Article VI;
- (4) Establish a collection of public library materials to be loaned on a pay basis and make reasonable charge for use thereof;
- (5) Enter into any contracts for the provision of or for the improvement of public Library services.

Source: SL 1913, ch 217, § 8; 1917, ch 293, § 4; RC 1919, §§ 9930, 9936; SL 1921, ch 163, § 4; SDC 1939, §§ 12.2503, 45.3104; SL 1959, ch 167, §§ 3, 6; 1959, ch 277; SDC Supp 1960, §§ 29.03A03, 29.03A06 (2), (4), (6), (7), (9), (10), 45.3109; SDCL, §§ 14-2-11, 14-2-13, 14-2-19 to 14-2-23, 14-3-14, 14-4-11 to 14-4-13; SL 1969, ch 127; 1976, ch 143, § 15.

Opinions of Attorney General.

Donations for specific purposes, municipality not authorized to require use thereof to make up deficit in operating expenses of library, Opinion No. 74-36.

Governing body may not limit board of public library trustees' authority to set librarian's salary within constraints of its budget, Opinion No. 83-4.

§ 14-2-42. Duties of librarians.

Each librarian shall:

- (1) Serve as secretary to the board of public library trustees and keep all its records;
- (2) Prepare such reports, budgets and other documents as are required by the board of public library trustees or are required of said board by its governing body;
- (3) Appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all employees of the local governing unit;
- (4) Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees;
- (5) Publish and enforce the policies of the board of public library trustees;
- (6) Execute all contracts and agreements approved by the board of public library trustees;
- (7) Keep an accurate account of the financial transactions of the public library;
- (8) Carry out any other activities authorized by law that the board of public library trustees consider appropriate in the development, improvement, and provision of public library services.

Source: SL 1901, ch 173, § 4; RPolC 1903, § 1403; SL 1913, ch 217, § 8; 1917, ch 293, § 4; RC 1919, §§ 9930, 9936; SL 1921, ch 163, §§ 2, 4; SDC 1939, §§ 12.2502, 12.2503, 45.3104; SL 1959, ch 167, §§ 6, 9; SDC Supp 1960, §§ 29.03A06 (3), (4), 29.03A09; SDCL, §§ 14-2-8, 14-2-9, 14-2-19, 14-3-10, 14-3-13, 14-4-4, 14-4-11; SL 1976, ch 143, § 16.

Opinions of Attorney General.

Funds from fines and similar charges may be deposited in a library board bank account subject to checks by the librarian, Opinion No. 82-33.

Insurance costs included in library expenses, Report 1959-60, p. 344.

§ 14-2-43. Quarters for library - Location - Selection and approval.

Each local governmental unit shall provide and maintain quarters for its public library. Such quarters shall be accessible to and conveniently located for all citizens of the area to be served and shall be selected by the board of public library trustees and approved by the governing body.

Source: SL 1913, ch 217, § 8; 1917, ch 293, § 4; RC 1919, §§ 9930, 9936; SL 1921, ch 163, § 4; SDC 1939, §§ 12.2503, 45.3104; SL 1959, ch 167, § 6; SDC Supp 1960, § 29.03A06 (5); SDCL, §§ 14-2-17, 14-3-12, 14-4-11; SL 1976, ch 143, § 17.

Cross-References.

Parks, building and maintenance of libraries within, § 9-38-5.

Opinions of Attorney General.

Real property required for library, authority to purchase, Report 1921-22, p. 58.

Collateral References.

Exercise of eminent domain for purpose of library, 66 ALR 1496.

§ 14-2-44. Bond issuance for building construction - Use of municipal special assessment funds or county tax levies.

A local governmental unit may issue bonds under the provisions of chapter 7-24 or 9-26 for the purpose of constructing a public library building. Funds or tax levies authorized by §§ 7-25-1 and 9-43-68 may be used for the construction of public library buildings.

Source: SL 1887, ch 56, § 1; CL 1887, § 1142; SL 1901, ch 173, §§ 1, 6, 8; RPolC 1903, §§ 1400, 1405, 1407; SL 1913, ch 217, § 11; 1917, ch 293, § 5; RC 1919, §§ 9931, 9939; SL 1921, ch 163, § 5; SDC 1939, §§ 12.2504, 45.3107; SL 1951, ch 248,

§§ 1, 3; 1955, ch 23; 1957, ch 252, § 2; SDC Supp 1960, § 45.0201-1 (8); SL 1967, ch 22; SDCL, §§ 14-2-22.1, 14-3-16, 14-4-7, 14-4-8, 14-4-10; SL 1969, ch 25; 1969, ch 127; 1976, ch 143, § 18.

§ 14-2-45. Long-term lease for building acquisitions - Maximum term - Property included - Rent payment sources.

Any governing body or the board of trustees of a joint library with the permission of each of its participating governing bodies shall have the power to enter into a long-term lease, for a term not to exceed thirty years, with or without an option to renew or purchase, for the acquisition of public library buildings. The lease may be for real or personal property, or both, and may cover library building and site or building and contents only, with or without books, furniture or equipment and may provide for the erection of a public library building and equipping the same with furniture and books of such a public library upon a site owned by the local government unit or the joint library. A lease may be entered into for an existing building or for one to be erected in the future. Rent paid under the terms of a lease may be paid from the general fund of the local governmental unit or may be paid from any fund established for the purpose of providing public library services or the construction of a library.

Source: SL 1969, ch 128; SDCL Supp, §§ 14-2-11.1, 14-3-2.1, 14-4-2.1; SL 1976, ch 143, § 19.

§ 14-2-46. Building funds - Appropriations - Continuation of previously established funds - Transfer of surplus to other funds.

Any local governmental unit may establish a public library building fund and make appropriation to such fund. Any public library building funds established under previous law shall be continued and new appropriations may be made to them. If at any time a board of public library trustees ascertains that a building fund or a part thereof is not necessary, it may request its governing body to transfer all or any part of the fund to any other fund for the purpose of providing public library services or for purchase of public library materials and, upon receipt of such request, the governing body shall complete the requested transfer.

Source: SL 1901, ch 173, § 6; RPolC 1903, § 1405; SL 1951, ch 248, §§ 1, 3; SDC Supp 1960, § 45.0201-1 (8); SDCL, §§ 14-4-8, 14-4-10; SL 1976, ch 143, § 20.

Opinions of Attorney General.

Accumulations in the library building fund are not limited nor do they affect county capital projects fund limitations, but both funds may be used for library

facilities, Opinion No. 84-26.

Library board cannot accumulate funds for library building fund, but such funds may be established and appropriations made thereto by governing board, Opinion No. 83-47.

Construction, maintenance and repair of library building as authorized public improvement, Report 1951-52, pp. 49, 297.

Custody and investment of building fund, authority and duties of treasurer, Report 1957-58, p. 42.

§ 14-2-47. Expenditures for public library services, materials and facilities.

A governing body may appropriate funds for the provision of public library services for the purchase of public library materials, and for the provision and maintenance of quarters for the public library.

Source: SL 1887, ch 56, § 1; CL 1887, § 1142; SL 1901, ch 173, §§ 1, 8; RPolC 1903, §§ 1400, 1407; SL 1913, ch 217, § 11; 1917, ch 293, § 5; RC 1919, §§ 9931, 9939; SL 1921, ch 163, § 5; SDC 1939, §§ 12.2504, 45.3107; SL 1951, ch 248, § 1; 1955, ch 23; 1957, ch 252, § 2; 1959, ch 167, § 7; SDC Supp 1960, §§ 29.03A07, 45.0201-1 (8); SL 1967, ch 22; SDCL, §§ 14-2-12, 14-3-16, 14-3-18, 14-4-7, 14-4-8; SL 1969, ch 25; 1976, ch 143, § 8; 1978, ch 62, § 25; 1985, ch 77, § 13.

Cross-References.

County general levy purposes include expenditures pursuant to this section, § 10-12-9.

Opinions of Attorney General.

A city may not use its general fund to hire a fund raising organization to solicit funds for the construction of a public library in the city, Opinion No. 87-13.

Control of library funds vested in board, Report 1957-58, p. 225.

Disbursements from fund, procedure for, Report 1931-32, p. 171.

Disposition of moneys collected for lost books, fines and other charges, Report 1929-30, p. 218; 1951-52, p. 87; 1959-60, p. 222.

Duty of county commissioners to levy tax in amount certified by trustees, Report 1931-32, p. 479; 1939-40, p. 664; 1959-60, p. 177.

Duty of governing body to levy tax in amount certified by trustees, Report 1917-18, p. 132; 1925-26, p. 343; 1943-44, p. 408; 1965-66, p. 236.

Loss of funds due to bank failure, procedure for recovery of money, Report 1923-24, p. 227.

Rentals received from library building turned over to municipality, Report 1955-56, p. 42.

Tax levy for county library; use of funds for school library not authorized, Report 1933-34, p. 199.

Transfer of library maintenance fund moneys to building fund not authorized, Report 1957-58, p. 42.

Transfer of unexpended library funds to street fund unauthorized, Report 1957-58, p. 225.

§ 14-2-48. County tax levy applied only outside municipalities using public funds.
Repealed by SL 1985, ch 77, § 42.

§ 14-2-49. Discard of old library materials - Marking - Disposition.

Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provided, that such materials shall be marked clearly with the words:

"Discarded, _____ public library" wherever the property label of such library appears. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits.

Source: SL 1976, ch 143, § 21; 1977, ch 127.

§ 14-2-50. Discontinuance of services by vote.

Public library services provided for under this chapter may be discontinued only after a vote of the voters of the governmental unit in which the services are provided, taken in the manner prescribed in §§ 14-2-31 and 14-2-32.

Source: SL 1976, ch 143, § 7.

§ 14-2-51. Confidential library records.

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Source: SL 1983, ch 154, § 1.

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